



City of Eureka – Recreation Division

Contract Instructor Guidelines

The City of Eureka's Recreation Division (ERD) is currently looking for contract instructors to teach Recreation Classes. If you have a way with people and a flair for arts, crafts, preschool, camps, sports clinics or other specialty classes, share your special skill. Become a contract instructor for the City of Eureka's Recreation Division!

INTRODUCTION TO COMMUNITY CLASSES

What is a contract instructor?

A contract instructor is an individual or business who teaches informational and recreational classes on a contract basis. Instructors are invited to set their own class schedules, title, content and subject (with the approval by the Recreation Division and dependent upon facility availability). Instructors also assist in determining age ranges, minimum and maximum number of students, cost per participant and applicable supply fees for class materials (payable to the instructor). The instructor is responsible for running the class (including set up and clean up), providing materials and tracking attendance. The City of Eureka's Recreation Division provides advertisement, registration services and facilities.

Types of Classes Offered:

Eureka is a family oriented town and our classes reflect that nature. Classes for children are always popular as well as any sporting opportunities, but new and exciting classes are welcome too! Classes for teens, seniors and special interests are also important to us. In the past we've offered quite a variety of recreational activities including Beginning Ballet for Kids, Intermediate/Advanced Hip Hop, Effortless Gardening, Junior Naturalist Program, Drawing for Youth & Adults, Taste of Rowing for Juniors & Adults, Improvisational Theater for Beginners and more. We are very interested in your creative class ideas.

Class Seasons:

The Recreation Division conducts all their recreation classes on a seasonal basis, spring, summer and fall/winter.

Advertisement:

Eureka Recreation Division advertises programs for each of these seasons through a separate *Recreation Activity Guide* that is distributed throughout the city and available online.

Become an Instructor:

To become an instructor please complete a "New Community Class Proposal Application." You may be asked to appear for an interview.

Acceptance Criteria:

Due to the large number of requests made to ERD by prospective instructors and the limited availability of City of Eureka facilities, ERD will review and select classes based on the following criteria:

- Course Content
- Instructor Qualifications
- Public Interest
- Availability of facility
- User need (Will our facility accommodate your class?)

Proposal applications will not be accepted for the following:

- Classes/programs that do not have a fee.
- Programs that are similar to programs we currently offer. Please visit www.adornicenter.com to view the most current activity guide.
- Programs we have offered in the past that were cancelled (unless the instructor can provide a list of students that are interested in taking the class).

INSTRUCTOR INFORMATION

Instructor Payment:

Instructors who teach classes for the City of Eureka are independent contractors. Generally, contractors receive sixty percent (60%) of the registration fees collected for the class less refund deductions.

Payments for classes will be made approximately every 2 weeks (same time frame as the City Accounts Payable). The remaining percentage (generally 40%) shall be retained by the Recreation Division to cover such costs as facility rental, utility and administration costs, advertising/marketing, etc. The Contractor is responsible for the following expenses: all instructional supplies and materials, photocopies, additional advertising, transportation, the cost of substitute teachers and insurance. (Please see the insurance section below for more information.) The City of Eureka does not withhold taxes from your earnings. This is instructor's responsibility.

Insurance:

Insurance is required for all City of Eureka activities. Contract instructors may choose to provide their own insurance or purchase insurance thru the City of Eureka. All insurance must be submitted to ERD for approval by the City of Eureka's Risk Manager at least two weeks prior to the start of the first class of the season. Instructors wishing to purchase insurance thru the City of Eureka must do so no later than two weeks prior to the start of the first class of the season. All insurance must meet the City of Eureka's insurance requirements and be approved prior to the start of any activity, classes or camps. Generally, liability limits are \$2 million per occurrence and \$2 million general aggregate, however the City of Eureka reserves the right to require higher limits if it determines to be in the City's best interest. The City of Eureka, including its officers, officials, agents, employees and volunteers must be named as an additional insured. Insurance packets are available upon request.

Eligibility Requirements:

All instructors must be fingerprinted and as needed, CPR and First Aid Certified.

Fingerprinting/Background Clearance:

All contractors, employees and volunteers conducting classes/camps will be fingerprinted and background clearance obtained ("Live Scan") through the City of Eureka Police Department annually. The per person fee (approximately \$32.00/person) for each background check shall be the sole responsibility of the contractor. If awarded a contract, the contractor, all employees and volunteers are required to provide information pertaining to all convictions, unless sealed or expunged.

Instructor Responsibilities:

As a Community Class Contract Instructor, you have a unique position. If selected you will represent the City of Eureka and it is vital that your conduct is appropriate. You have quite a bit of liberty, as no one will

tell you what or how to teach your class. However, certain standards must be maintained or you will jeopardize ERD's continued support of your class.

The instructor will be responsible for the following:

- Provide quality instruction and class content.
- Class is conducted in a safe manner and all students are treated with respect.
- Be punctual and well prepared for all class meetings.
- Conduct yourself appropriately with the public.
- Communicate with the Recreation Office regarding any problems or conflicts.
- Provide all necessary equipment and supplies
- Clean & secure facility prior to departure.
- To uphold the Recreation Division's Policy that no one will participate in any class unless they have completed the Class Agreement, Waiver & Release Form, submitted payment of fees, and/or their name appears on the office copy of the class roster.

City Services:

When the City of Eureka contracts with you to teach a class or workshop, we will:

- Handle all class registrations and payments at the Recreation Office.
- Maintain a master class file and class rosters
- Provide and schedule necessary activity space and facility amenities (and equipment when available)
- Include class description in our Recreation Activity Guide distributed three times a year.
- Promote the classes/camps through the City's website and publications.
- Prepare and deliver press releases.
- Copy publicity flyers prepared by the instructor.
- Process instructor payments according to City of Eureka Accounts Payable Schedule.
- Monitor and provide feedback on class response, organization and instructor conduct.

Evaluations and Visitations:

The City of Eureka's Recreation Division takes pride in all recreation programs and it is of the utmost importance to us to maintain a standard of excellence in classes and activities. Therefore, we require all instructors to liberally encourage feedback from participants through our class evaluation form.

Participants can drop forms off at the Adorni Recreation Center. Additionally, on occasion a member of the Recreation Staff may visit your class and review critical elements.

COMMUNITY CLASS PROPOSAL APPLICATION PROCESS

Prospective Instructors:

1. Complete and submit a "New Community Class Proposal Application" to the Eureka Recreation Division. Priority is given to instructors who have submitted fully completed forms on time. Incomplete proposals will be returned.
2. Deadline: Submit completed proposal applications to the Recreation Office by the appropriate season deadline. Late entries will not be given priority and may not be accepted.
3. Notification: Within a few weeks after the application deadline, ERD will notify those who have completed their application by either an acceptance or denial letter.

Returning Instructors:

ERD will notify continuing instructors of upcoming class proposals. Instructors need to submit a proposal in order to be considered for our Recreation Activity Guide.

FACILITY USE & AVAILABILITY

Space Availability:

We try to accommodate all our instructors but we make facility assignments according to space availability. At times, facility changes may be necessary depending on other scheduled events.

Times & Dates:

Most classes run for 4-8 weeks but some one day workshops and longer courses have been successful. It is up to the instructor to determine which length works best for the subject matter. REMEMBER: the longer the class = higher fees = fewer students.

Facility Use:

Where possible, staff will set up the room as requested by the instructor. It is the instructor's responsibility to leave the facility in the condition it was received, (i.e. orderly, trash removed, lights off, class supplies/materials removed, etc.). We do not store projects, materials and leftover items. Items left behind are subject to disposal unless previous arrangements have been made with ERD.

INSTRUCTIONAL SUPPLIES

Supplies:

It is the responsibility of the instructor to bring their own supplies such as copies, staplers, paper clips, writing materials, pencil sharpeners, etc. Please do not ask ERD staff to make copies or give you City office supplies.

Selling of Materials:

Selling of materials is not permitted in class. No teacher, pupil or other persons may act as the direct agent for any business firm to sell materials, supplies or books to students during class time.

Supply Fees:

If you will be charging a materials fee, you must include the dollar amount on your proposal application. The student will pay the supply fee directly to the instructor on the first day of class. Instructors need to be prepared to make change for their students for supply fees.

Instructional Equipment:

The instructor may use optional equipment, such as TV/VCR/DVD, white erase board or easels where and when available. Equipment is not available at all facilities. Requests must be pre-arranged and you must be able to operate the equipment by yourself. DO NOT leave borrowed equipment in the room/facility when your class is over. Arrange with staff for its return at completion of class or notify staff that the room is vacated. If equipment is found to be defective prior to your use, report it immediately to staff to ensure that you will not be billed for its damage.

PUBLICITY

Eureka Recreation Division Publicity & Promotion:

The Eureka Recreation Division promotes all of its classes, programs and activities in general class flyers and through its popular quarterly Recreation Activity Guide which is distributed three times a year and posted online at www.adornicenter.com and in general class flyers. It is not possible for ERD to create flyers for all classes, but if you have a flyer prepared and copied, the Recreation Division will post and distribute your flyer. All promotional materials must be approved by the Recreation Office prior to publication. ERD will also prepare Public Service Announcements and Press Releases for the local media.

Advertising by Instructor:

Instructors may prepare and distribute flyers or additional advertising at their own expense. Additional advertising should be approved in advance by the Recreation Office and must include "*Sponsored by the City of Eureka's Recreation Division*" on all additional advertising.

Advertising and distribution of flyers should be done after class acceptance has been received. NOTE: Class information and registration is not available to the public until after the activity guide is published. Please do not advertise ERD as an information/registration contact BEFORE registration begins – neither will be available!

Some promotional ideas that you might want to consider to increase enrollment for your class(es) include:

- Postcards or phone calls to past students or parents
- Flyers distributed at local businesses (obtain permission first)
- Demonstrations and/or speaking at local businesses (obtain permission first)
- A poster/flyer at community centers (space and approval permitting)
- Newspaper articles

CLASS ENROLLMENT & ROSTERS

Registration:

ERD takes all registration for Community Classes at the Adorni Recreation Center, Monday – Friday 8am – 5pm, after hours by drop-box or by mail. The Adorni Center is located at 1011 Waterfront Dr., Eureka, CA 95501. Pre-registration is required for all classes. All fees must be paid to the Recreation Division with the exception of supply fees. If your class is cancelled due to insufficient students, you will be notified by phone and the Recreation Office will notify registered students of the cancellation. ERD reserves the right to cancel or postpone your class. No refund will be given for insurance fees paid.

Fees:

Instructors set the fees for their class with the approval of ERD. Instructors may not accept any class registration fees. Supply fees, however, are paid directly to the instructor.

Attendance:

Please take roll at your class(es) to ensure all participants have registered. Instructors will only get paid for people that appear on the official roster. If there is a discrepancy, please give the person the benefit of the doubt and figure things out with the participant and the Recreation Office after class or the next day.

No Shows:

If you have any no-shows at the first class, please call to remind them of the next class and let them know what they missed. It is the participant's responsibility to remember the class that they are signed up for, but it is good customer service to call your participants. Refunds will not be issued to students not attending class.

Waiting Lists:

A waiting list is kept for all full classes. When an opening occurs, the first person on the list is called and given the opportunity to enroll. **Please do not add anyone to your full class without first checking with the Recreation Division.** If there are enough people on the wait list, we will discuss the possibility of offering an additional class session.

CLASS CANCELLATION

Cancellations:

In case of emergency or illness THE INSTRUCTOR must inform all students and the Eureka Recreation Division of the cancellation and make-up date and time, pending facility availability.

Changes:

All schedule changes must be approved by the Recreation Office IN ADVANCE to determine facility availability. If you make changes in your scheduled class, it is your responsibility to contact all participants. You must notify the Recreation Division of this change immediately. All cancelled or postponed classes must be made up.

STUDENT REFUND POLICY

Refund Policy:

A registered student may be issued a pro-rated refund after the first class in the session. This policy is in effect to allow tentative patrons to try a class before committing. No refund will be given after the second class. A refund check will be issued approximately 3-4 weeks from the date of the requested refund in accordance with City of Eureka Accounts Payable Schedule. Class supply fees are non-refundable.